

## **New York State Unified Solar Permit** Expedited Solar Permit Process for Small-Scale Photovoltaic Systems

### **Requirements for Application Submittal – STEP 1**

*For use in all New York State counties with the exception of Nassau County and Suffolk County.*

The expedited solar permitting process uses a unified permit across municipalities in New York State.

A combined building and electrical permit for a grid-tied photovoltaic (PV) system will be issued pending proper completion of forms, submission of approved plans and approval by the City of Yonkers all applicants must submit:

#### **1. Unified Solar Permit for Small-Scale Photovoltaic Systems Eligibility Checklist - STEP 2**

#### **2. Two sets of plans signed and sealed by a New York State design professional that include:**

- Site Plan showing location of major components of solar system and other equipment on roof. This plan should represent relative location of components at site, including, but not limited to, location of array, existing electrical service location, utility meter, inverter location, system orientation and tilt angle. This plan should show access and pathways that are compliant with New York State Fire Code, if applicable.
- 3-Line Electrical Diagram. The electrical diagram required by NYSERDA for an incentive application and/or utility for an interconnection agreement can be used here.
- Specification Sheets for all manufactured components.
- All diagrams and Plans must include the following: (a) Project address, block, lot number, and zone of the property; (b) Owner's name, address and phone number; (c) Name, address and phone number of the person preparing the plans, and (d) System capacity in KW-DC.
- Certification by a New York State Design Professional that the roof system will support the additional loads.

#### **3. Unified Solar Permit for Small-Scale Photovoltaic Systems Application - STEP 3**

#### **4. Permit Fee Amount: \$300.00**

#### **Permit Review and Inspection Timeline**

Permit determinations will be issued within 14 days upon receipt of complete and accurate applications, provided the proper information is submitted. The City of Yonkers will provide feedback within 7 days of receiving incomplete or inaccurate applications. If an inspection is required, a single inspection should be sufficient and will be provided within 7 days of inspection request.

The NY-Sun Initiative, a dynamic public-private partnership, will drive growth of the solar industry and make solar technology more affordable for all New Yorkers.

**Visit [ny-sun.ny.gov](http://ny-sun.ny.gov) for more information on the NY-Sun Initiative.**

## **City of Yonkers**

Department of Housing and Buildings  
Commissioner William J. Schneider, P.E.

## **Mayor Mike Spano**



## Eligibility Checklist – STEP 2

**To determine if you are eligible for the expedited permitting process, answer the questions below.**

- ☐ Yes ☐ No 1. Solar installation has a rated capacity of 12 kW or less.
- ☐ Yes ☐ No 2. Solar installation is not subject to review by the Yonkers Landmarks Preservation Board.
- ☐ Yes ☐ No 3. Solar installation does not need a zoning variance.
- ☐ Yes ☐ No 4. Solar installation is to be mounted on a permitted roof structure of a building.
- ☐ Yes ☐ No 5. Solar installation is compliant with all applicable electrical and building codes.
- ☐ Yes ☐ No 6. Solar installation is compliant with New York State Fire Code.
- ☐ Yes ☐ No 7. The Solar Installation Contractor complies with all licensing and other requirements of the Yonkers Consumer Protection Bureau.
- ☐ Yes ☐ No 8. The proposed equipment is permitted by code and equipment meets all relevant certification standards.
- ☐ Yes ☐ No 9. The PV system and all components will be installed per the manufacturer's specifications.
- ☐ Yes ☐ No 10. The project will comply with adopted National Electrical Code requirements.
- ☐ Yes ☐ No 11. The roof has no more than a single layer of roof covering (in addition to the solar equipment).
- ☐ Yes ☐ No 12. The system is to be mounted parallel to the roof surface, or tilted with no more than an 18 inch gap between the module frame and the roof surface.
- ☐ Yes ☐ No 13. The system will have a distributed weight of less than 5 pounds per square foot and less than 45 pounds per attachment point to roof.

If you answered "No" to any of Questions 1-10, you are not eligible to participate in the expedited permitting process and must go through the standard City of Yonkers permitting process.

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## Application – STEP 3

### 1. Property Owner:

Property Owner's Name

Property Address

Block

Lot Number

Zone

### 2. Existing Use:

☐ Single Family ☐ 2-4 Family ☐ Commercial ☐ Other

### 3. Provide the total system capacity rating (sum of all panels)

PV System: \_\_\_\_\_ kW-DC

### 4. Solar Installation Contractor:

Business Name

Business Address

Contact Name

Phone Number

License Number(s)

### 5. What is the existing roofing material?

### 6. Provide method and type of weatherproofing for roof penetrations (i.e., flashing, caulk).

7. Is the mounting structure an engineered product designed to mount PV modules? ☐ Yes ☐ No

If no, provide details of structural attachment in a letter certified by a design professional.

*continued >*

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## Application – STEP 3 (continued)

### 8. For manufactured mounting systems, provide the following information about the mounting system:

- a. Mounting System Manufacturer \_\_\_\_\_
- b. Product Name and Model Number \_\_\_\_\_
- c. Total Weight of PV Modules and Rails \_\_\_\_\_ lbs.
- d. Total Number of Attachment Points \_\_\_\_\_
- e. Weight per Attachment Point ( $c \div d$ ) \_\_\_\_\_ lbs.
- f. Maximum Spacing Between Attachment Points on a Rail \_\_\_\_\_ inches  
(see product manual for maximum spacing allowed based on maximum design wind speed)
- g. Total Surface Area of PV Modules (square feet) \_\_\_\_\_ ft<sup>2</sup>
- h. Distributed Weight of PV Module on Roof ( $c \div g$ ) \_\_\_\_\_ lbs./ft<sup>2</sup>

### 9. Indicate quantity, brand, make and model of the:

Inverter(s): \_\_\_\_\_  
Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Modules: \_\_\_\_\_  
Quantity \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

### 10. Please sign and notarize the following statement:

State of New York  
County of Westchester ss: \_\_\_\_\_  
City of Yonkers \_\_\_\_\_ being duly sworn deposes and says:

That he resides at \_\_\_\_\_ that he is

\*1., \*2. (See Note) \_\_\_\_\_, Owner in fee of all that certain lot, piece or parcel of

land known on the official tax map of the City of Yonkers as Block \_\_\_\_\_, Lot, \_\_\_\_\_

the address being \_\_\_\_\_ in the City of Yonkers.

That the statements made in the foregoing application are true and that the said building and/or improvement will be constructed in accordance with the New York State Uniform Fire Prevention and Building Code, the Building and Zoning Laws of the City of Yonkers and any other applicable code.

Owner \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

Commissioner of Deeds or Notary Public \_\_\_\_\_ County.

\* NOTE: 1. If Registered Architect or Professional Engineer acting as agent for the Owner, so state, but always set forth the name of Owner, in addition to a notarized letter of authorization from the Owner.

2. If Agent other than a Principal Officer of a Corporation, attach authority under oath to act for said Owner.

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